



**TOWN OF WESTFORD
BOARD OF SELECTMEN**

TOWN HALL
55 Main Street
WESTFORD, MA 01886
Telephone (978) 692-5501 Fax (978) 399-2557

MEETING AGENDA

Tuesday, August 13, 2013

7:30PM

Town Hall, Meeting Room, 55 Main Street
(Please be advised all times are approximate)

1. 7:30PM **Call to Order**
2. 7:31PM **Pledge of Allegiance**
3. 7:32PM **Open Forum/FAQ/Announcements**
4. 7:35PM **Request for Change of Manager - All Alcohol Retail Package Store License**
 - Malvis Enterprises dba Westford Wine & Spirits to Visoth Nuon
Attorney Ed Hintlian (attending)
9 Cornerstone Square
5. 7:40PM **Request to Support New Center Fire Station on Boston Road – Tom Mahanna, Permanent Town Building Committee, Chair**
6. 7:55PM **Town Land Use Issues - Chris Kluchman, Director of Land Use Management**
 - 1) Sign Bylaw update: BoS to consider allowing permitting of ground signs “by right” i.e., by approval by Building Commissioner
 - 2) NMCOG requests an updated project list for Comprehensive Economic Development Strategy (CEDS)
 - 3) Requests related to Princeton Properties:
 - A. Approve submitting a MassWorks grant application for \$990K for infrastructure-related costs
 - B. Request to accept gift/grant money in the amount of \$120K as part of their Comprehensive Permit
 - 4) Request to accept gift from the Gutierrez Company for \$45K in accordance with the Development Agreement related to Westford Tech Park West
7. 8:15PM **Old/New Business**
 - Request to re-appoint Gloria Bensch to the Unaccepted Roads Study Committee

8. 8:20PM **Consent Agenda – Request to Approve the Following:**
Application for Approval of a Special License
1) Clam Bake – Walter Longley (not attending)
H.E. Fletcher Club
Sunday, August 18, 2013
1:00pm – 5:00pm
Application for Sunday Entertainment License
2) Clam Bake – Walter Longley (not attending)
H.E. Fletcher Club
Sunday, August 18, 2013
1:00pm – 5:00pm
9. 8:25PM **Minutes for Approval**
1) June 24, 2013 – Regular Session
2) July 9, 2013 – Regular Session
Not for release:
3) June 11, 2013 – Executive Session
10. 8:30PM **Board Reports/Updates**
 - EBC/Stepinski Parcel Naming Study Committee
 - Request to amend charge to correctly reflect the name of the committee
 - Request to delay committees’ recommendation until March 2014 Annual Town Meeting
11. 8:35PM **Town Manager’s Report**
 - 1) Announce Westford Academy Summer School for the Performing Arts sang the National Anthem at the Red Sox Game on August 1, 2013
 - 2) Announce Firefighters’ Association project to purchase and install Cemetery Flag Markers on headstones for Veterans who were also firefighters
 - 3) Announce Nashoba Valley Technical High School’s demonstration of dangers of operating under the influence (OUI)
 - 4) Recognition of firefighters for their participation in the 2013 Sherriff’s Camp:
 - Lt. Dan Britko
 - Lt. Don Parsons
 - FF/EMTP Tim Bellemore
 - FF/EMTP Scott Florio
 - FF/EMTP Matthew Svatek
 - FF/EMT Don Post
 - FF/EMT Darren Lanier
 - FF/EMT Andrew Anderson
 - FF/EMT Justin Searles

- 5) Recognition of David Crocker for assisting a resident who had fallen in his driveway
- 6) Discuss receipt of DEP Notice of Response Action and Establishment of Interim Deadline regarding 12 North Main St. contamination cleanup – review Town Manager’s draft letter to property owner
- 7) Request to approve Massachusetts Interagency Mutual Aid Agreement for Middlesex County Police Departments
- 8) Report on preliminary investigation regarding establishing quiet zones at 4 railroad crossings in town
- 9) Review placeholder warrant articles for the October 21, 2013 Special Town Meeting
- 10) Town Manager request to carry over 12 hours of vacation time

Request to Award the Following Contract:

- 1) TriTech Software Systems for respond ePCR Software (EMS patient records) in the amount of \$15,639
- 2) One Way Painting and Roofing for slate roof replacement at the Frost School in the amount of \$87,000

12. 8:50PM **Correspondence**

13. 8:55PM **Executive Session**

- To discuss collective bargaining with Local 3126 International Association of Fire Fighters as an open meeting may have detrimental effects on the bargaining position of the town.

14. 9:00PM **Adjournment**

**Board of Selectmen
Correspondence
August 13, 2013**

Outgoing Correspondence:

12.01	7/24/13	Letter to Department of Housing & Community Development – Stony Brook II
12.02	7/29/13	Letter to Red Hat – Community and Business Brochure
12.03	7/29/13	Letter to Massachusetts School Building Authority – Accelerated Repair Program
12.04	8/2/13	Letter to Ellen Harde - donation for the marker for Sarah Keys and Edward Keys
12.05	8/2/13	Letter to Michael Pacella, Jr. - donation for the marker for Sarah Keys and Edward Keys
12.06	8/2/13	Letter to Barbara Peacock - donation for the marker for Sarah Keys and Edward Keys
12.07	8/2/13	Letter to Robert & Lisa Halpin - donation for the marker for Sarah Keys and Edward Keys

Incoming Correspondence:

(Listed by date sent/date received)

12.08	7/22/13	Town of Acton – Abutters Notice
12.09	7/22/13	Princeton Properties – New Owner, Princeton Westford Apartment Homes, LLC
12.10	7/25/13	Letter from APWA – Richard Barrett
12.11	7/16/13	Westford Cat (<i>see reading file</i>): <ul style="list-style-type: none">○ Copy of the Accountant's Review Report and Financial Statements for the year ended December 31, 2012○ Copy of contract with Polar Design for a new Westfordcat.org website○ Copy of invoice from Castus for a new Video Playback System○ Copy of invoice from Barbazon Lighting for new lighting grid○ Copy of invoice from Access A/V for 4 new cameras and control room makeover/digital switcher, etc.○ Copy of lease extension through 7/31/17 with 487 Groton Rd, LLC
12.12	7/30/12	Letter from MassDOT – Chapter 90
12.13	7/31/12	Zoning Board Notice of Decision – 23 Pine Grove Rd
12.14	8/2/13	Letter from Xfinity – Digital Network Enhancement

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact
Tina Landry 978-692-5501 extension 1 or email to tlandry@westfordma.gov.*